

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: December 12, 2012

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2013 Pay Period #13 Ending 12/29/12
CPO 13-11

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Monday, December 31, 2012.**

Payroll accounts can be transmitted on Friday, December 28, 2012 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.